



Physical Inventory User Guide

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MENU: 430 - "Physical Inventory Menus"

Overview:

The Physical Inventory feature provides all jobs necessary to perform either cycle counts or a full "wall to wall" physical. Highlights include:

- * Count any on hand type
 - New inventory, core on hand, warranty on hand or damaged on hand
- * Flexible selection criteria
 - From / to zone bin range
 - Manufacturer
 - Product line within manufacturer
 - Product type within manufacturer
- * All processing driven by system generated batch number
- * Include or exclude book value from physical count sheets (Blind count)
- * Include or exclude book value from change balance screen (Blind entry)
- * Include or exclude quantities committed to open but uninvoiced orders
- * Synchronized count sheet and data entry screens minimize keypunch errors
- * Full audit trail of all changes to inventory balances.



Suggestions for a successful "wall to wall" inventory:

1. A few days before the scheduled count:
 - Straighten shelf stock and consolidate inventory.
 - Issue credits for all customer returns and put the items back in stock.
 - Receive and put away all incoming purchase orders.
 - Review all open orders and close out as many as possible.
2. On the day before the count, after all order entry and receiving activity has ceased:
 - Create the physical inventory batches (Limiting batches to 10,000 or fewer items makes them more manageable).
 - Run count sheets.
 - Separate the count sheets by manufacturer or zone/bin.
3. On the day of the count:
 - Create teams of two people. One individual should be familiar with the product being counted while the other could be an employee with less experience.
 - Make one individual responsible for assigning lines and distributing the returned count sheets to the keypunchers who will be correcting the data.
 - Do not give a count team more than one section at a time.
 - Give each team a clip board with several item addition sheets.
 - If at all possible, do not attempt to carry on normal business activity while performing a physical count.
4. Counting inventory:
 - One person should be the "counter" and the other the "writer".
 - Always inventory from "shelf to sheet". The "counter" should call out the part number, make the count and then call out the quantity. If a variance exists between the book and the physical count, the "writer" should advise the "counter" of this and a re-count should be performed.
 - The "writer" should make a check mark to the right of the quantity if the book is correct. If it is incorrect, the "writer" should make a diagonal slash through the book quantity and write the physical count quantity to the left of the printed book value.
 - Verify that items with a zero book count are in fact zero. Make a check mark to the right of the zero after confirming that no on-hand balance exists.
5. Items not on the count sheet:
 - **DO NOT WRITE PART NUMBERS AND QUANTITIES ON THE COUNT SHEETS.**
 - Use the pre-printed item addition sheets to list all items that were found during the count but which could not be located on the printed sheets.
6. After completing a section:
 - Enter the name of the "counter" and "writer" at the top of each page.
 - Review the page numbers to be sure that all sheets are accounted for.
 - Scan each page to make sure that all items, including those with a zero balance, have either a check mark or an adjusting quantity.



Overview:

Suggestions for a successful "wall to wall" inventory:

7. Keying physical to book variances:

- The Physical Inventory Manager should mark the completed section on the control log as having been counted and then give that section to a data entry person for corrections.
- As each line is turned in, scan the counts sheets to determine the extent of the changes. If only the number of adjustments averages less than one per page it is generally faster to use the single item adjustment feature. If the need for adjustments is more extensive, use the multiple item roll screen option.
- The data entry person should initial each page after either completing all required adjustments or verifying that no variances exist.
- Remember to press ENTER frequently throughout the correction process.

8. Verifying count accuracy:

- On full physicals, the accuracy of each time should be spot checked at a minimum.
- Use the "List recount sheets" option and always have a second team perform the recount.
- The option to "List physical to book variance" make be requested multiple times as the count is in progress to gauge the quantity and dollar variance for individual lines as they're completed. When all lines have been counted and verified, a full listing of this report should be generated.
- When a section has been verified, mark it as completed on the control log.

9. Post physical to book:

- Review the audit sheet to verify that all lines have been counted, entered and verified.

10. Deleting physical batches:

- After completing the posting process and verifying that a complete "List Physical to Variance" report has been printed, delete the batch to recover disk space.

Option 21 - "Select items for physical" (Mandatory)

This option is used to select the type of inventory (Regular, Warranty, Damaged or Core) and the range of items to be counted. Items may be selected based on a zone bin range, a manufacturer, a future price group or a manufacturer and sales analysis group. If the basis is manufacturer or future price group, up to nine unique codes may be selected. A unique batch ID is assigned to each group of items selected.

Although all items in inventory can be selected by using a zone/bin range of blank to '999999', it is recommended that you limit each batch to a maximum of 10,000 items. This will facilitate processing since printing and updating selections are by batch ID.

1. Screen IRR401D1 is displayed

[illegible]

- Select type of inventory to be counted.
- Press ENTER to continue.



Option 21 - "Select items for physical" (Mandatory)

2. Screen IRR401D2

```
!
! 12/34/56                YOUR COMPANY NAME IS HERE                IRR401D2
! WRKSTAIID                PHYSICAL INVENTORY - COUNT SELECTION        USERID
!
! Type of inventory to be counted ????????
!
! *Location to be counted _____ User notes _____
!
! Include zero balance items(Y/N) _ Suppress qty on entry screen.. (Y/N) _
! Include open orders.....(Y/N) _ Suppress qty on count sheets.. (Y/N) _
! Include misc. balance.....(Y/N) _ Print in mfg or zone/bin order (M/Z) _
!
!
! Select one of the following parameters:
!
!   *Zone/bin from _____ to _____
!
!   *Manufacturer _____
!
!   *Price group _____
!
!   *Manufacturer _____ and *Sales analysis group _____
!
! F3=Exit   F10=Field inquiry   F12=Previous
!
```

????????? The type of inventory selected on the previous screen to be counted.

a. Key the "location" to be counted.

b. "User notes" is an optional input.

c. "Include zero balance items"

- "Y" if all items are to be printed on the count sheets.
Items with positive and negative balances will be included.
Items with a zero balance will be omitted.
- "N" if items with a zero balance will be excluded from the count sheets.

d. "Suppress quantity on entry screen"

- "N" if the user will key quantities only if the on-hand is changed.
- "Y" if the user will rekey the on-hand balances of all items.
- * Normally this is set to "N".

e. "Include open orders"

- "Y" if items on uninvoiced orders will be counted.
Stock for all open orders must be left on the shelf and counted.
- "N" if items on uninvoiced orders will not be counted.
All open orders must be pulled and set aside.
Stock for open orders is not counted.



Option 21 - "Select items for physical" (Mandatory)

2. Screen IRR401D2

f. "Suppress quantity on count sheets"

- "N" if book quantity is to be printed on the count sheets.
User will make a check mark to the right of the quantity if correct or cross through the quantity and write in the physical count to the left of the printed book quantity.
- "Y" if book quantity is to be excluded on the count sheets.
User must write in the quantity of all items counted.

g. "Include misc. balance"

- "Y" if the miscellaneous on hand quantity is utilized in your environment and if this quantity will be counted.
- "N" if the miscellaneous on hand quantity is not utilized in your environment or if it will not be counted.

h. "Print in mfg or zone/bin order"

- "M" if personnel will be assigned a specific line to count.
- "Z" if personnel will be assigned a specific area of the building to count.

i. Key data for **ONE** of the four options for determining the items to be counted.

j. Press ENTER to continue.

Option 21 - "Select items for physical" (Mandatory)

3a. Screen IRR401D3 (if by mfr)

```
! 12/34/56                                YOUR COMPANY NAME IS HERE                IRR401D3
! WRKSTAIID                               PHYSICAL INVENTORY - COUNT SELECTION          USERID
!
! Type of inventory to be counted ????????
!
! Primary sort is by manufacturer.  Items will be listed on the count sheet in
! manufacturer, zone/bin, future price group, sequence number and item order.
!
!
! Page break physical count sheets by manufacturer (Y/N) _
!
!
!
!
! *Job queue..... QBATCH              Run priority (21-99) ..... 50
! F12=Previous   F10=Field inquiry
!
```

????????? The type of inventory selected on the previous screen to be counted.

- a. Select the appropriate page break option.
 - "Y" if the system is to skip to a new page for each manufacturer.
 - "N" if the system is to continue printing the next manufacturer without skipping a page.
 - * "Y" is the recommended parameter.
- b. Review the job queue.
 - "QBATCH" is the default and recommended parameter.
 - Override this to any other valid job queue if necessary.
- c. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- d. Press ENTER to continue.



Option 21 - "Select items for physical" (Mandatory)

3b. Screen IRR401D4 (if by zone bin)

```
!
! 12/34/56                YOUR COMPANY NAME IS HERE                IRR401D4
! WRKSTAIID                PHYSICAL INVENTORY - COUNT SELECTION        USERID
!
! Type of inventory to be counted ????????
!
! Primary sort is by zone/bin.  Items will be listed on the count sheet in
! zone/bin, manufacturer, future price group, sequence number and item order.
!
! Page break physical count sheets by zone/bin (A-G) _
!   A - No page break by zone/bin
!   B - Page break when first character changes
!   C - Page break when first two characters change
!   D - Page break when first three characters change
!   E - Page break when first four characters change
!   F - Page break when first five characters change
!   G - Page break when first six characters change
!
! *Job queue..... QBATCH      Run priority (21-99) ..... 50
!
! F12=Previous   F10=Field inquiry
!
```

????????? The type of inventory selected on the previous screen to be counted.

a. Select the appropriate page break option.

- "A" if no page break between zone/bins is desired.
- "B" if the system is page break whenever the first character in the zone/bin field changes.
- "C" if the system is page break whenever there is a change to the first two characters in the zone/bin.
- "D" if the system is page break whenever there is a change to the first three characters in the zone/bin.
- "E" if the system is page break whenever there is a change to the first four characters in the zone/bin.
- "F" if the system is page break whenever there is a change to the first five characters in the zone/bin.
- "G" if the system is page break whenever there is a change to the first six characters in the zone/bin.

b. Review the job queue.

- "QBATCH" is the standard default but this is normally a single threaded job queue. It may be desirable to override this to a multi-threaded queue.
- Override this to any other valid job queue if necessary.

c. Review the run priority.

- "50" is the default and recommended parameter.
- Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.

d. Press ENTER to continue



Option 21 - "Select items for physical" (Mandatory)

4. Screen IRR401D5

```
!-----!
! 12/34/56          YOUR COMPANY NAME IS HERE          IRR401D5 !
! WRKSTAIID        PHYSICAL INVENTORY - COUNT SELECTION    USERID  !
!-----!
! Type of inventory to be counted ???????? !
!
! Location to be counted:          User notes:          !
!   ??? YOUR COMPANY NAME IS HERE      YOUR NOTES ARE HERE      !
!
! Include zero balance items(Y/N) ?      Suppress qty on entry screen.. (Y/N) ? !
! Include open orders.....(Y/N) ?      Suppress qty on count sheets.. (Y/N) ? !
! Include misc. balance.....(Y/N) ?      Print in mfg or zone/bin order (M/Z) ? !
!
!
! Select on the following:          !
!   ????????????????????????????????????????????????????????????????????? ? !
!
!
! Page break on:   ????????????????????????????????????????????????????????? ? !
!
!
! *Job queue..... QBATCH          Run priority (21-99) ..... 50 !
!
! F3=Exit   F9=Execute   F12=Previous !
!-----!
```

- a. Review selection choices.
- b. Press F9 to execute the command to create the work file.
- c. This job will be submitted and the menu will be redisplayed.
- d. When the job is submitted, the system writes the current date to both the "Date created" and the "Date selected" fields in the Physical Inventory Header file (IPQA). When the job has successfully completed, it writes the current date into the "Date updated" field and clears the values in the "Date selected" fields.



Option 22 - "List count sheets" (Mandatory)

This option generates the count sheets for all items in the selected batch(es).

1. Screen IRR405D2

```
!-----!
! 12/34/56          YOUR COMPANY NAME IS HERE          IRR405D2      !
! WRKSTAID          LIST PHYSICAL INVENTORY COUNT SHEETS      USERID      !
!-----!
!                                     Action(?)  S=Select      !
!                                               I=Inquiry      !
!-----!
! ? Loc  Batch#  Status  Created  Balances  Printed  Posted  User notes      !
! -  ????      1  Selectd 01/02/03 01/02/03              ???????????????????? !
! -  ????      2  BUILDNG 01/02/03              ???????????????????? !
! -  ????      3  IN USE  01/02/03 01/02/03 01/02/03      ???????????????????? !
! -  ????      4              01/02/03 01/02/03 01/02/03      ???????????????????? !
!-----!
!                                     !
!                                     !
!                                     !
!                                     !
! *Output queue..... *JOB          #Copies... 01  Hold(Y/N).. N  !
! *Job queue..... QBATCH          Run priority (21-99)..... 50  !
! Forms message..... *STD          Save after printing (Y/N).. N  !
!-----!
! F3=Exit  F10=Field inquiry      !
!-----!
```

NOTE: Only batches with a blank status may be selected. If the status is "BUILDNG", the create job is still active and the batch is unavailable until that task has completed.

Count sheets for batches with a non-blank value in the "Printed" column have been previously generated but may be listed again if there was a problem with the original print job.

- Key a "S" in the action code field of each batch to be selected.
 - Any batch with a status of "Building" is being processed or waiting to be processed and cannot be selected.
- Press ENTER to continue; The status will show "Selected" and the screen will be redisplayed.
 - Press F3 to exit
- Review the output queue.
 - "**JOB" is the default and recommended parameter.
 - Override this to any other valid printer output queue if necessary.
- Review the number of copies.
 - "01" is the default and recommended parameter.
 - Override this to any value from "01" to "99"



Option 22 "List count sheets" (Mandatory)

- e. Review the Hold parameter.
 - "N" is the default and recommended parameter.
 - Override this to "Y" to hold the print.
- f. Review the job queue.
 - "QBATCH" is the standard default but this is normally a single threaded job queue. It may be desirable to override this to a multi-threaded queue.
 - Override this to any other valid job queue if necessary.
- g. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- h. Review the forms message.
 - "**STD" is the recommended parameter.
 - Override this to any non-blank parameter if necessary.
- i. Save after printing
 - "N" is the standard default but it may be desirable to override this to "Y" if the listing will be printed unattended (in case the printer jams).
- j. Press F3 to exit.
 - Screen IRR405D5 will be displayed

Option 22 "List count sheets" (Mandatory)

2. Screen IRR405D5

```
! 12/34/56                                YOUR COMPANY NAME IS HERE                                IRR405D5
! WRKSTAIID                               LIST PHYSICAL INVENTORY COUNT SHEET CONFIRMATION                               USERID
!
! The following batches have been selected for printing.
!
! "O" to re-open any selected batches
!
! ? Loc   Batch# Status    Created Balances Printed   Posted User notes
! -      -     -       -      -         -        -      -
! -      1     Selectd 01/02/03 01/02/03                ??????????????????????
! -      2     Selectd 01/02/03 01/02/03                ??????????????????????
! -      3     Selectd 01/02/03 01/02/03                ??????????????????????
! -      4     Selectd 01/02/03 01/02/03                ??????????????????????
!
!
!
!
!
! F9=Execute
```

- a. Review selection choices.
- b. Press F9 to Execute the command to update the work file and print the count sheets or key an "O" beside any batch selected in error and press ENTER.
 - This job will be submitted to QBATCH and the menu will be redisplayed.
- c. When the job is submitted, the system writes the current date to the "Date selected" fields in the Physical Inventory Header file (IPQA). When the job has successfully completed, it writes the current date into the "Date printed" fields and clears the values in the "Date selected" fields.



Option 22 "List count sheets" (Mandatory)

3. Printed count sheets

There will be two separate listings produced by this job. The first is a cover sheet to be used as a control log and the second is the actual count sheet output itself.

Cover sheet example:

Location	????	12/34/56	Date	1	Batch#
REGULAR		01:23:45	Time	1	Page

Mfr	Page to	Page	#Items	Assigned to	Entered by

AAA	1	1	20	_____	_____
BBB	2	5	120	_____	_____
CCC	6	7	35	_____	_____

- a. A cover sheet in the above format will be printed as a control sheet for each batch.
- It should be used to track which employee(s) are responsible for counting and entering each line.
 - As count sheets are separated, write in the name of the individual given the printouts in the "Assigned to" column.
 - As count sheets are returned and the corrections made, write in the name of the individual who entered the changes.



Option 22 "List count sheets" (Mandatory)

3. Printed count sheets

Item detail count sheet example:

```
Location  ????                               12/34/56 Date           1 Batch#
Counted by _____ and _____       01:23:45 Time
Entered by _____                      REGULAR           1 Page#
-----
On-hand  UM  Item                               Mfr  Description              Zn/Bin
-----
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
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_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
New screen / Last item this zone/bin break / Last item this mfr
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
_____  XX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXX  XXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXX
```

- a. The count sheets are designed to print on 8.5 X 11 plain paper.
- b. **Note** that after every fourteenth item or when a change in the page break criteria is detected, a literal is printed advising the user of this event. This facilitates data entry and reduces the likelihood of a key punch error.
- c. The user should make a check mark to the right of the printed book value if the count is correct. If it is incorrect, make a slash through the printed value and write the correct value to the Left of the quantity. This makes it much easier for the person keying the variances - any item with a mark to the left of the printed quantity needs to be changed.



This option is used to produce forms which should be used to list items that do not appear on the count sheet. Although the users could write the part numbers in the margin of the count sheet, this document provides a better level of control to ensure that the items are properly added to the data base.

[illegible]

- a. Review the output queue.
 - `"*JOB"` is the default and recommended parameter.
 - Override this to any other valid output queue if necessary.
- b. Review the number of copies.
 - `"01"` is the default and recommended parameter.
 - Override this to any value from `"01"` to `"99"`
- c. Review the Hold parameter.
 - `"N"` is the default and recommended parameter.
 - Override this to `"Y"` to hold the print.
- d. Review the forms message.
 - `"*STD"` is the recommended parameter.
 - Override this to any non-blank parameter if necessary.
- e. Save after printing
 - `"N"` is the standard default but it may be desirable to override this to `"Y"` if the listing will be printed unattended (in case the printer jams).



Option 23 "List item addition sheets" - Optional

- f. Press F9 to print the item addition sheets. The screen will remain inhibited until processing has completed and then the menu will be redisplayed.

2. Printed output example

Batch # _____

Counted by _____ & _____ Entered by _____

Qty	UM	Mfr	Item/Description	Zone/bin
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



This option is generally used only when on hand quantities are not being printed on the count sheets. In some environments with remote locations, the printers at the remote sites are not capable of printing the volume of paper required for a full "wall to wall" inventory. In these cases, the count sheets may be printed ahead of time at the host site. Just before the count is to begin, this option is taken to update the work file with the current book quantity.

```
! 12/34/56                                YOUR COMPANY NAME IS HERE                                IRR407D2 !
! WRKSTAIID                            PHYSICAL INVENTORY - REFRESH BOOK VALUE                            USERID      !
!                                     !                                     !                                     !
!                                     Action (?) S=Select                               !
!                                     I=Inquiry                                   !
!                                     !                                     !                                     !
! ? Loc   Batch# Status    Created Balances Printed   Posted User notes                !
! _  ???  1 Selectd 01/02/03 01/02/03 01/02/03       ?????????????????????? !
! _  ???  2 Selectd 01/02/03 01/02/03 01/02/03       ?????????????????????? !
! _  ???  3 Selectd 01/02/03 01/02/03 01/02/03       ?????????????????????? !
! _  ???  4 Selectd 01/02/03 01/02/03 01/02/03       ?????????????????????? !
!                                     !                                     !                                     !
!                                     !                                     !                                     !
!                                     !                                     !                                     !
! *Job queue..... QBATCH                    Run priority (21-99)..... 50 !
! F3=Exit
```

- a. Key a "S" in the action code field of each batch to be selected.
 - Any batch with a status of "BUILDNG" is being processed or waiting to be processed and cannot be selected.
- b. Press ENTER to continue; The status will show "Selected" and the screen will be redisplayed.
- c. Review the job queue.
 - "QBATCH" is the default and recommended parameter.
 - Override this to any other valid job queue if necessary.
- d. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- e. Press F3 to exit.
 - Screen IRR407D5 will be displayed

Option 24 "Refresh balances" - Optional

2. Screen IRR407D5

[illegible]

- a. Review selection choices.
- b. Press F9 to execute the command to create the work file.
- c. This job will be submitted to QBATCH and the menu will be redisplayed.
- d. When the job is submitted, the system writes the current date to the "Date selected" fields in the Physical Inventory Header file (IPQA). When the job has successfully completed, it writes the current date into the "Date updated" fields and clears the values in the "Date selected" fields.

**Option 25 - "Enter count - Multiple items" (Mandatory)**

This option is used to correct the on-hand quantities for any items with a book to physical variance. The "Enter count - Single item" may be used in lieu of or in conjunction with this job.

Multiple users may be making corrections concurrently but it is recommended that an effort be made to work several pages apart. For example, if user "A" is updating counts on pages 3, 4 and 7, user "B" should not be working with pages "2" and "6".

1. Screen IRR410D1 is displayed

```
!
! 12/34/56                YOUR COMPANY NAME IS HERE                IRR410D1
! WRKSTAIID                PHYSICAL INVENTORY - ENTER COUNT        USERID
!
! *Batch#.... _____
!
! *Entered by _____
!
! *Counted by _____
!           and _____
!
!
! Start page _____
!
!
!
!
!
!
! F3=Exit   F10=Field inquiry
!
```

- a. Key batch#.
- b. Key your user ID.
 - This must be a valid employee ID.
- c. Key counted by ID's.
 - These should be written in at the top of each page.
 - The first input must be a valid employee ID.
 - The second input is optional.
- d. Key the page number of the first count sheet you are working with.
- e. Press ENTER to continue.

NOTE: If the message "Batch unavailable" is displayed when the ENTER key is pressed, the system is advising the user that this batch is currently being processed by another job and cannot be accessed until that task has completed.



Option 25 "Enter count - Multiple items" (Mandatory)

2. Screen IRR410D3 is displayed

12/34/56		YOUR COMPANY NAME IS HERE				IRR410D3	
WRKSTAD		<u>PHYSICAL INVENTORY - ENTER COUNT</u>				USERID	
1 Batch#		Counted by		XXXXXXXXXXXX		XXXXXXXXXXXX	
		Type of inventory to be counted		REGULAR			
<u>On-hand</u>	<u>UM</u>	<u>Item</u>	<u>Mfr</u>	<u>Description</u>	<u>Zn/Bin</u>	<u>Page</u>	
1	XX	1	XXX	YYYYYYYYYYYYYYYYYYYY	ZZZZZZ	1	
2	XX	2 2	XXX	AAAAAAAAAAAAAAAAAAAAA	ZZZZZZ	1	
3	XX	3 3 3	XXX	BBBBBBBBBBBBBBBBBBBB	ZZZZZZ	1	
0	XX	4 4 4 4	XXX	CCCCCCCCCCCCCCCCCCC	ZZZZZZ	1	
1	XX	5 5 5 5 5	XXX	DDDDDDDDDDDDDDDDDDDD	ZZZZZZ	1	
2	XX	6 6 6 6 6 6	XXX	EEEEEEEEEEEEEEEEEEEE	ZZZZZZ	1	
3	XX	7 7 7 7 7 7 7	XXX	FFFFFFFFFFFFFFFFFFFFF	ZZZZZZ	1	
4	XX	8 8 8 8 8 8 8 8	XXX	GGGGGGGGGGGGGGGGGGG	ZZZZZZ	1	
5	XX	9 9 9 9 9 9 9 9 9	XXX	HHHHHHHHHHHHHHHHHHH	ZZZZZZ	1	
10	XX	10 10 10 10 10 10 10 10 10	XXX	IIIIIIIIIIIIIIIIIIII	ZZZZZZ	1	
15	XX	11 11 11 11 11 11 11	XXX	JJJJJJJJJJJJJJJJJJJ	ZZZZZZ	1	
20	XX	12 12 12 12 12 12	XXX	KKKKKKKKKKKKKKKKKKK	ZZZZZZ	1	
5	XX	13 13 13 13	XXX	LLLLLLLLLLLLLLLLLLLLL	ZZZZZZ	1	
1	XX	14 14 14	XXX	MMMMMMMMMMMMMMMMMMM	ZZZZZZ	1	
F12=Previous							

a. Correct any quantities that are inaccurate.

b. Scroll to the next page until all changes have been made.

- NOTE: It is not necessary to press ENTER before scrolling forward to the next page but you **MUST** press ENTER just before taking the F12=Previous function key or changes will not be updated.
- NOTE: The count sheets are designed so that two screens of items appear on a single sheet. When the last item on each screen is reached, you should have processed either the last one on the page or the last part number before the screen break message.
- NOTE: In some cases, there may not be a full screen of items shown. This happens when a page break occurs as the result of a change in the zone/bin or in the manufacturer code. If you have the next page to be entered, page forward to display the items on it. If you do not have the next page, **DO NOT PAGE FORWARD**. Inappropriate paging may result in erroneous updating to the physical count quantities.



Option 26 - "Enter count - Single item" (Optional)

This option is used to adjust the book quantity for a single item. If the book count is relatively accurate, this process may be quicker than the "roll screen" (Multiple items) function provided in option 25 to make adjustments.

This job may also be used to add non-stocked and invalid items to a batch or to add a new zone/bin record. The necessary data base jobs (master and/or location item maintenance and zone bin maintenance) are called from within this job in these cases.

Items that do not fit the original selection criteria may not be added to a batch. For example, if mfr code "XXX" was the only line being counted in batch "1", you would not be permitted to add a part number from mfr code "ZZZ".

1. Screen IRR412D1 is displayed

```
!-----!
! 12/34/56          YOUR COMPANY NAME IS HERE          IRR412D1 !
! WRKSTADID        PHYSICAL INVENTORY - SINGLE ITEM ADJUSTMENT  USERID !
!-----!
! *Batch #      *Keyed by      *Counted by  and  *Counted by      !
! _____    _____    _____    !
! !
!               Qty      *Item      *Zn/Bn      !
!               _____    _____    _____ (blank for primary) !
! !
! !
! !
! !
! !
! !
! !
! F3=Exit   F10=Field inquiry !
!-----!
```

- a. Key batch#.
- b. Key your user ID.
 - This must be a valid employee ID.
- c. Key counted by ID's.
 - These should be written in at the top of each page.
 - The first input must be a valid employee ID.
 - The second input is optional
- d. Key the physical count quantity.
- e. Key the item.



Option 26 "Add items to batch" - Optional

- f. Key the zone/bin.
 - This may be left blank if the item does not have multiple zone bin locations or if the primary zone bin is being updated.
- g. Press ENTER.
 - There are five possible results.

2a. If the record is found in the existing batch, screen IRR412D2 will be displayed

```
!-----!
! 12/34/56          YOUR COMPANY NAME IS HERE          IRR412D2 !
! WRKSTAIID        PHYSICAL INVENTORY - SINGLE ITEM ADJUSTMENT  USERID !
!-----!
! *Batch #   *Keyed by   *Counted by   and   *Counted by   !
!      1      KEYEDBYID   COUNTBYID1   and   COUNTBYID2   !
!-----!
! Action(?)  ?      Qty      Item              Zn/bin      !
! A=Add      -      1      ??????????????????  ??????    !
! R=Replace  -      1      ??????????????????  ??????    !
!-----!
!              Zn/bin      Entered by      Physical      Book      !
!              ??????      ?              N/A           1      !
!-----!
! F3=Exit   F9=Update   F12=Previous      !
! Record found - F9 to update      !
!-----!
```

NOTE: The item exists in this batch and was printed on a count sheet. If it is being added from the item addition sheet rather than the count sheet, you should make every effort to determine if the quantity here should be added to the exiting on-hand values or if it should replace any existing quantity.

If the "Entered by" parameter is blank and the "Physical" quantity is "N/A", an adjusting entry has not previously been made for this item.

If the "Entered by" parameter has an ID in it and the quantity shown under the "Physical" heading is the quantity previously counted and updated.

If the item exists in multiple zone/bin records at this location (regardless of whether it was included in this batch or not) the book value is displayed.

- a. Key an "A" to add the quantity from your sheet to the current book value or an "R" to replace the current book value with this quantity.
- b. Press F9 to update the new physical count value.
- c. Press F12 to return to the previous screen.



Option 26 "Enter count - Single item" (Optional)

- 2b. If the record is not found in the existing batch because the zone/bin keyed does not exist for item, screen MRR071D1 (Inventory Zone/Bin Maintenance) will be displayed and the record may be added to the data base at this time.
- 2c. If the record is not found in the existing batch because the item was valid but not stocked at this location, screen MRR070D1 (Inventory Location Maintenance) will be displayed and the record may be added to the data base at this time.
- 2d. If the record is not found in the existing batch because the item was invalid, screen MRR069D1 (Inventor Master Maintenance) will be displayed and the record may be added to the data base at this time.
- 2e. If the record being added would not have been included in this batch because of the selection parameters, screen IRR412D1 will be displayed with a message indicating the reason the entry is being rejected.

Option 27 - "List physical/book comparison" - Optional

This option is used to generate a listing of all variances found in the physical inventory count.

1. Screen IRR413D2 will be displayed

```
! 12/34/56                                YOUR COMPANY NAME IS HERE                                IRR413D2
! WRKSTAIID                               PHYSICAL INVENTORY - LIST COMPARISONS                               USERID
!
!                                     Action(?) S=Select
!                                     I=Inquiry
!
! ? Loc   Batch# Status    Created Balances Printed   Posted User notes
! ---
!      1       01/02/03 01/02/03 01/02/03 01/02/03 ??????????????????????
!      2       01/02/03 01/02/03 01/02/03           ??????????????????????
!      3       01/02/03 01/02/03 01/02/03           ??????????????????????
!      4       01/02/03 01/02/03 01/02/03           ??????????????????????
!
!
!
!
!
!
!
!
!
! F3=Exit
```

- a. Key an "S" beside the appropriate batch number(s) and press ENTER to continue.



Option 27 "List physical/book comparison" - Optional

2. Screen IRR412D4 will be displayed

```
!
! 12/34/56                YOUR COMPANY NAME IS HERE                IRR413D4
! WRKSTAIID                PHYSICAL INVENTORY - LIST COMPARISONS    USERID
!
! Batch#          1                Location ???? XXXXXXXXXXXXXXXXXXXXXXXX
! Type of inventory to be counted REGULAR
!
! From page# _____ To page# _____
!
! Type of listing..... _ (A=All items, V=Variances only)
! Level of detail..... _ (I=Item, T=Dollar/item totals only)
!
! *Cost level for report __ (** to suppress $ amount)
!
! Optional parameters if listing by variance      Items      Dollars
!                               Percentage variance 123456 %      123456 %
!                               Qty/amount variance 123456789
!
!
! *Output queue..... *JOB          #Copies... 01      Hold(Y/N).. N
! *Job queue..... QBATCH          Run priority (21-99)..... 50
! Forms message..... *STD          Save after printing (Y/N).. N
!
! F9=Listing   F10=Field inquiry   F12=Previous
!
```

- Key the range of count sheet page numbers to be included on the edit listing,
 - Use "1" and "9999" to include all items.
- Key the level of detail desired.
 - "A" to list all items
 - "V" to list only those items which had a book to physical variance.
- Key the level of detail desired.
 - "I" to list by part number
 - "T" to list only the total dollar/quantity variance for the batch.
- Key the appropriate choice for suppressing or displaying the dollar amounts on the report
 - "Y" to list quantity variances only
 - "N" to list both dollar and quantity variances for the level of detail selected in the previous prompt
- Key the cost level to be used for extending values on this report
- Optionally, key any desired "thresholds" for percentages or quantity/amount values to be used in qualifying the detail to be printed on the report
- Press ENTER to edit check your selections.



Option 27 "List physical/book comparison" - Optional

- h. Review the output queue.
 - "*JOB" is the default and recommended parameter.
 - Override this to any other valid output queue if necessary.
- i. Review the number of copies.
 - "01" is the default and recommended parameter.
 - Override this to any value from "01" to "99"
- j. Review the Hold parameter.
 - "N" is the default and recommended parameter.
 - Override this to "Y" to hold the print.
- k. Review the job queue.
 - "QBATCH" is the standard default but this is normally a single threaded job queue. It may be desirable to override this to a multi-threaded queue.
 - Override this to any other valid job queue if necessary.
- l. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- m. Review the forms message.
 - "*STD" is the recommended parameter.
 - Override this to any non-blank parameter if necessary.
- n. Save after printing
 - "N" is the standard default but it may be desirable to override this to "Y" if the listing will be printed unattended (in case the printer jams).



Option 27 "List physical/book comparison" - Optional

3. Physical inventory comparison listing

A cover sheet indicating the selection parameters is always generated first.

An example of the detail count sheet is shown below with a simulated page break and the totals

```
Date: 12/34/56                                YOUR COMPANY NAME IS HERE                                IRR415
Time: 12:34:56                                USERID
List Book to Physical Comparison
Loc      XXXX ??????????????????????????????                                Page 2                                REGULAR                                Batch    1
-----
B O O K                P H Y S I C A L                V A R I A N C E
Mfr Item      Description      UM Zon/bn      Qty      Value      Qty      Value      Qty      Value
-----
AAA 1-01      WIDGET - SIZE 1  EA WID-01      1        1.00      1        1.00      0        .00
AAA 2-02      WIDGET - SIZE 2  EA WID-02      2        2.00      1        1.00      1-       1.00-
AAA 3-03      WIDGET - SIZE 3  EA WID-03      3        3.00      4        1.00      1        1.00
-----
////////////////////////////////////

Date: 12/34/56                                YOUR COMPANY NAME IS HERE                                IRR415
Time: 12:34:56                                USERID
List Book to Physical Comparison
Loc      XXXX ??????????????????????????????                                Page 3                                REGULAR                                Batch    1
-----
Items with positive variance 12345      Original qty from book 12345      Original value from book $ 12345.67
Items with negative variance 12345      Qty over in physical 12345      Value over in physical 12345.67
Items with accurate valances 12345      Qty short in physical 12345      Value short in physical 12345.67
-----
Total items counted 12345      Net qty in physical 12345      Net value in physical 12345.67
(Extended at cost ??)

Total items with variance 12345      Net change to qty 12345      Net change to value 12345.67
```



Option 28 - "List recount sheets" - Optional

This job is used to list any items with a variance for purposed of recounting the part number(s). It is also useful to preprint pages of the original count sheets which may become misplaced.

1. Screen IRR416D2 is displayed

```
!-----!
! 12/34/56          YOUR COMPANY NAME IS HERE          IRR416D2      !
! WRKSTAID          LIST PHYSICAL INVENTORY RECOUNT SHEETS      USERID      !
!-----!
!                                     Action(?)  S=Select          !
!                                     I=Inquiry          !
!-----!
! ? Loc  Batch#  Status  Created  Balances  Printed  Posted  User notes          !
! -  ????      1          01/02/03 01/02/03 01/02/03 01/02/03 ?????????????????????!
! -  ????      2          01/02/03 01/02/03 01/02/03          ?????????????????????!
! -  ????      3          01/02/03 01/02/03 01/02/03          ?????????????????????!
! -  ????      4          01/02/03 01/02/03 01/02/03          ?????????????????????!
!-----!
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
!                                     !
! F3=Exit          !
!-----!
```

a. Key a "S" beside the appropriate batch number(s) and press ENTER to continue.



Option 28 "List recount sheets" - Optional

2. Screen IRR412D4 will be displayed

```

12/34/56                                YOUR COMPANY NAME IS HERE                                IRR416D4
WRKSTAIID                               LIST PHYSICAL INVENTORY RECOUNT SHEETS                                USERID

Batch#          1                      Location  ???? XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Type of inventory to be counted REGULAR

Type of listing..... _      (A=All items, V=Variances only)
Suppress quantities.. _      (Y=Yes, N=No)

*Output queue..... *JOB                #Copies... 01   Hold(Y/N).. N
*Job queue..... QBATCH                Run priority (21-99)..... 50
Forms message..... *STD                Save after printing (Y/N).. N

F9=Listing   F10=Field inquiry   F12=Previous

```

- a. Key the type of listing desired.
 - "A" to list all items
 - "V" to list only those items which had a book to physical variance.
- b. Key the desired option to suppress the printing of quantities.
 - "Y" Quantities will be suppressed
 - "N" Quantities will be printed
- c. Press ENTER to validate your selections.



Option 28 "List recount sheets" - Optional

- d. Review the output queue.
 - "*JOB" is the default and recommended parameter.
 - Override this to any other valid output queue if necessary.
- e. Review the number of copies.
 - "01" is the default and recommended parameter.
 - Override this to any value from "01" to "99"
- f. Review the Hold parameter.
 - "N" is the default and recommended parameter.
 - Override this to "Y" to hold the print.
- g. Review the job queue.
 - "QBATCH" is the standard default but this is normally a single threaded job queue. It may be desirable to override this to a multi-threaded queue.
 - Override this to any other valid job queue if necessary.
- h. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- i. Review the forms message.
 - "*STD" is the recommended parameter.
 - Override this to any non-blank parameter if necessary.
- j. Save after printing
 - "N" is the standard default but it may be desirable to override this to "Y" if the listing will be printed unattended (in case the printer jams).
- k. Press F9 to submit the list recount sheets job for batch processing,



Option 29 - "Post physical to book" - Mandatory

This job updates the appropriate on hand values (available and actual or warranty, damaged or core depending on the original selection criteria) with the variance between the physical count and the system on hand value at the time the file was created.

If the system value for a certain part number was "10" and the count entered was "8", the on-hand quantity at the time this job is run will be updated by a value of "2-". It is important to note that the on hand quantity is updated by the **variance** and not overlaid by the new count.

1. Screen IRR419D2 is displayed

```
!
! 12/34/56                                YOUR COMPANY NAME IS HERE                IRR419D2
! WRKSTAIID                                PHYSICAL INVENTORY - POST COUNTED BATCHES    USERID
!
!                                     Action (?) S=Select
!                                     I=Inquiry
!
! ? Loc  Batch#  Status  Created  Balances  Printed  Posted  User notes
!  _  ????      1  Selectd  01/02/03  01/02/03  01/02/03  ??????????????????????
!  _  ????      2  Selectd  01/02/03  01/02/03  01/02/03  ??????????????????????
!  _  ????      3  Selectd  01/02/03  01/02/03  01/02/03  ??????????????????????
!  _  ????      4  Selectd  01/02/03  01/02/03  01/02/03  ??????????????????????
!
!
! *Job queue..... QBATCH                Run priority (21-99)..... 50
!
! F3=Exit
!
```

NOTE: Only batches with a blank status may be selected. If the status is "BUILDNG", either the create job or the list count sheets job is still active and the batch is unavailable until that task has completed.

- a. Key a "S" in the action code field of each batch to be selected.
 - Any batch with a status of "Building" is being processed or waiting to be processed and cannot be selected.
- b. Press ENTER to continue; The status will show "Selected" and the screen will be redisplayed.
- c. Review the job queue.
 - "QBATCH" is the default and recommended parameter.
 - Override this to any other valid job queue if necessary.
- d. Review the run priority.
 - "50" is the default and recommended parameter.
 - Override this to any value between "21" and "99". The lower the value, the faster the job will run but overall system performance may be degraded.
- e. Press F3 to exit.
 - Screen IRR419D5 will be displayed

Option 29 "Post physical to book" - Mandatory

2. Screen IRR419D5

[illegible]

- a. Review selection choices.
- b. Press F9 to execute the command to post the batch(es).
- c. This job will be submitted to QBATCH and the menu will be redisplayed.
- d. When the job is submitted, the system writes the current date to the "Date posted" fields in the Physical Inventory Header file (IPQA).

Option 30 - "Delete physical batch" - Optional

This job deletes the physical inventory work file for the batches selected. It is suggested that you check with your auditors to determine how long this information must be retained.

1. Screen IRR422D2 is displayed

12/34/56	YOUR COMPANY NAME IS HERE						IRR422D2
WRKSTAD	DELETE PHYSICAL INVENTORY BATCHES						USERID
Action (?) S=Select							
I=Inquiry							
? Loc	Batch#	Status	Created	Balances	Printed	Posted	User notes
— ???? ?	1	Selectd	01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	2		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	3		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	4		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	5		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	6		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	7		01/02/03	01/02/03	01/02/03		?????????????????????
— ???? ?	8		01/02/03	01/02/03	01/02/03		?????????????????????
F3=Exit							

NOTE: Any batch may be deleted. Use caution when selecting batches.

- a. Key a "S" in the action code field of each batch to be deleted.
- b. Press ENTER to continue; The status will show "Selected" and the screen will be redisplayed.
- c. Press F3 to exit.
 - Screen IRR422D5 will be displayed

Option 30 "Delete physical batch" - Optional

2. Screen IRR422D5 is displayed

[illegible]

- a. Review selection choices.
- b. Press F9 to execute the command to delete the selected batch(es).
- c. The screen will remain inhibited until all items in the selected batch(es) have been deleted. When the process has completed, the menu will be redisplayed.

Option 31 - "Reset in use flag by batch" - Optional

This option is used to reset the in use flag in the physical inventory header to "N".

The flag is normally set to "N" unless a hardware failure occurs while the batch is being processed. After resetting the flag, review the status of the batch carefully to insure that all items have been processed.'

1. Screen IRR4259D1 is displayed

```

12/34/56                                YOUR COMPANY NAME IS HERE                                IRR429D1
WRKSTAIID                                PHYSICAL INVENTORY - RESET "IN USE" FLAG                                USERID

*Batch# _____

Select a batch number to reset the "IN USE"

*****  Be SURE that there are no jobs running or waiting in a JOBQ
        for the specified batch number.

F3=Exit    F10=Field inquiry

```

- a. Key the desired batch number.
 - Only batches that have a status of "In Use"
- b. Press ENTER to verify your selection.
 - The F9 option to reset will be displayed
- c. Press F9 to reset the in use flag
 - This screen will remain displayed until processing has completed.



FAQs

Frequently Asked Questions about Inventory Counts

1. What's the best recommendation for doing recounts on a daily basis?

- The 'Inventory Adjustments' report (Menu 681 / Option 38) should be requested each morning with parameters that would list all items having their ship quantity adjusted through Order Entry from the previous day. Using the 'Spot Count' feature of the Wireless Warehouse Module to update inventory balances for any items on this listing is quick and seamless.

2. How do we printout our inventory by manufacturer showing dollars on hand for the exchange part value and the core part value totaled and extended with a grand total?

- There is a query, INVVAL in library DMSUSRQRY, that is set up to list the value of inventory by item with sub-totals by Manufacturer and Future Price Group. It is set up to run on Average Cost which can be easily changed to another cost level if desired. The query gives separate totals for exchange and core for saleable inventory, warranty on hand, core on hand and a grand total for all inventory types.
- A second query, INVVAL2, will output this data to a file. (INVVAL2 is also in library DMSUSRQRY.) It has the same calculations as INVVAL so it's modifiable as well. Both of these queries will include negatives if a balance is less than zero.

3. What needs to happen to the System inventory files at year end?

- Menu 350 - Option 13 should be executed between the time the last invoice is updated and start of business in the new fiscal year.
- If Menu 350 - Option 13 (above) is NOT executed during the prescribed time window (listed above), Menu 350 - Option 14 can be executed at a later date to refresh the inventory file fields to give a yearend appearance.
A/P and G/L both have their own yearend processes which are outlined in their respective documentation manuals.
- **It's strongly recommended to remove and save the tape containing the data files from the last day of the fiscal year.** Removing this tape from the normal daily backup rotation, will make it available, should it be needed as reference data for the yearend inventory balances. It should be labeled Yearend (_____) and should be stored in a safe place.



4. Should all open orders be cancelled at the end of the business day at Yearend?

- There is no need to cancel System open orders. Inventory values are calculated off actual on hand balances which include open order quantities.

5. How do we upload a LIFO file from our old system?

- **Where does it go?** DMS suggests putting the LIFO values into C6 (standard) or C7 (standard Landed) cost fields.
- **What does it compare to?** It can be compared to any other cost/price value in the inventory records.
- **How do we print a LIFO report?** The previously described queries in Question # 2 can be copied and modified to total on these new inventory cost values.
- **How do we make changes to last years cost and this years cost if there is a mistake?** Cost can be changed through the Location Item Maintenance. If you run the second query to copy on hand value to a work file, totals can be computed by writing a new query to pull the balances from the file and extend them against values in the current inventory file.
- **Can this be done after taking a physical inventory?** YES

6. Should Variances be zeroed before taking a physical inventory?

- No

7. How do we handle inventory write-ins?

- You have the ability to print 'Write-In' sheets (Menu 430 / option 23). Use option 26 to load these counts into the System.



8. Is there a way to find a part number in a batch that may not be listed where it should be?

- If the part number can not be found on the printed count sheets, record the part number & quantity on the “Write-In” sheets (mentioned above). During the count entry for single items (Menu 430 – Option 26) the following will happen:
 - a. If the item was printed on a count sheet, a quantity can be entered to change the book value.
 - b. If the item is not found because the zone/bin keyed does not exist, the zone/bin information can be added to the data base.
 - c. If the item is not found because the item is valid but not stocked in this location, this item can be added to the Inventory Location file.
 - d. If the item is not found because the item is invalid, this item can be added to the Inventory Master file at this time.